

**EXECUTIVE SECRETARIAT
ROUTING SLIP**

TO:		ACTION	INFO	DATE	INITIAL
	1 DCI		X		
	2 DDCI		X		
	3 EXDIR		X		
	4 D/ICS		X		
	5 DDI				
	6 DDA		X		
	7 DDO				
	8 DDS&T				
	9 Chm/NIC				
	10 GC		X		
	11 IG				
	12 Compt		X		
	13 D/OLL		X		
	14 D/PAO		X		
	15 VC/NIC				
	16 <i>ER</i>				
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		SUSPENSE _____ Date			

Remarks

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Executive Secretary
10 Aug 85

Date



United States
**Office of
Personnel Management**

Washington, D.C. 20415

Executive Registry

85-

3137

In Reply Refer To

Your Reference

JUL 31 1985

MEMORANDUM FOR THE HEADS OF DEPARTMENTS AND AGENCIES

There are 26 field organizations that are ready, willing and able to help you accomplish your goals and the initiatives of this Administration--Federal Executive Boards. I strongly urge and encourage you to fully support them and use them.

The FEBs were established by a Presidential directive in 1961. Their membership includes the heads of the largest field installations--your regional administrators, district directors, principal regional officials, district and area managers, heads of research facilities.

Here are roles that the FEBs can play:

- Provide understanding and support for, and help implement, priority Administration initiatives, such as Reform 88.
- Communicate to Federal employees and the public the Administration goals and successes in improving Government operations.
- Communicate to the Administration issues, problems and successes in Government field operations.
- Effect economies in Government operations by sharing resources.
- Develop understanding and cooperation between the Federal and State and local governments and the private sector.
- Serve as a tool for the development of Federal executives and managers.
- Effect the development of an esprit de corps among Government field executives and managers.

Federal Executive Boards cannot help you and the Administration unless field executives and managers know they have your support. Please show them that support.



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One small but effective way you and your top headquarters executives can do this is by taking advantage of travel opportunities to meet with FEBs. You will be gratified to learn first-hand what the Boards are doing and have the potential to do.

A handwritten signature in cursive script, reading "Loretta Cornelius".

Loretta Cornelius
Acting Director